

# TOWN OF EAST WINDSOR

## JOB DESCRIPTION

DEPARTMENT: PARK AND RECREATION

TITLE: Financial Administrative/Program Assistant

### POSITION GOAL:

Provide clerical services, typing, bookkeeping, information, and assistance in the Parks and Recreation Department to the public, town officials, employees, and media. Assist with town wide seasonal events and programs on an as needed basis. Records minutes at Commission meetings and files them with Town Clerks Office.

### PRIMARY DUTIES:

- Provide information and assistance to the public, town officials, employees, and media, either in person by telephone or electronically. This information and assistance includes, but is not limited to, available parks and recreation programs, fee schedules, names of instructors, directions to facilities, and hours when facilities are open.
- Assist with registration of participants in parks and recreation programs.
- Receive and account for fees for parks and recreation programs as well as revenue generated at town parks. Maintain ledger of income and expenses for programs and events, and budget line items.
- Responsible for the ordering of products/supplies for parks, programs and special events as advised by the Director.
- Responsible for word processing, spreadsheets, and computer data entry for all billing and accounting of departmental expenses and revenues. This includes, but is not limited to expenditure, and revenue reports for the general operating budget as well as the program balance sheets.
- Maintain files and records, including but not limited to, seasonal employees, timesheets, and other departmental filings that may be requested.

### ADDITIONAL DUTIES:

- Perform other duties, as may be assigned, from time to time, by the Director of Parks & Recreation or First Selectmen.

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### SUPERVISED BY:

- General supervision received from the Director of Parks and Recreation.

### QUALIFICATIONS PROFILE:

- Demonstrated experience and ability with office practices and procedures.  
Demonstrated experience and ability to type.  
Ability to handle bookkeeping duties.  
Experience with Roberts Rules and meeting structure.  
Computer experience, with Microsoft Word, Windows, Excel, Publisher.  
Ability to follow complex written and oral instructions.  
Ability to deal tactfully and effectively with the public, town officials, employees, and media.  
Two (2) years' experience in clerical work involving typing, computers, and customer service. Bookkeeping experience preferred.

### WORKING CONDITIONS

Hours worked are based on a seasonal schedule for a 15 hour work week:  
Additional hours may be required at Special Events/Programs.

**Hours: Additional time for Commission Meeting will be required and initialed by Director.**

Monday: 1 p.m. to 4:30 p.m.

Tuesday: 1 p.m. to 4:30 p.m.

Wednesday: OFF

Thursday: 2 p.m. to 7 p.m.

Friday: 10 a.m. to 1 p.m.